

MILPER Number: 24-305

**Proponent
AHRC-FSF-ER**

**Title
Conversion Bonus Program**

...Issued:[30 Jul 2024]...

A. Department of Defense Instruction (DODI) 1304.31, subject: Enlisted Bonus Program (EBP), 5 November 2020.

B. MILPER Message 23-291, AHRC-EPF-R, subject: Conversion Bonus Program, 26 July 2023.

1. Reference B is rescinded on the effective date of this message. This message is effective immediately upon publication and will expire no later than one year after publication.
2. This message announces changes to the Conversion Bonus (CB) program for Regular Army Soldiers and will be brought to the immediate attention of all commanders, reenlistment offices and recruiters.
3. The objective of this program is to attract highly qualified Soldiers in the rank of Staff Sergeant (SSG) and below, who are serving in an over-strength or balanced Military Occupational Specialty (MOS), to migrate into a shortage MOS. Soldiers who are approved for this program are eligible to receive a lump sum bonus upon completion of training and awarding of the new MOS as listed in paragraph 8. Soldiers who are awarded the new MOS with Additional Skill Identifier (ASI) of “4A” or “4B”, meaning reclassification training is required, are not eligible to receive this bonus until the Soldier has graduated training and the ASI of “4A” or “4B” is removed.

4. Soldiers who volunteer for this program must meet the following requirements:

a. Be a SSG (non-promotable) or below with no more than 12 years of total service at time of approved reclassification.

b. Have completed all obligated service incurred for receipt of an Enlistment Bonus (EB), Selective Retention Bonus (SRB) upon award of the new MOS or incur a debt equal to the unearned portion.

c. Meet all qualifications for requested MOS.

d. Agree to serve in the new MOS for a minimum of 36 continuous months upon award of the new MOS.

5. Eligibility for the CB is based on the date reclassification is approved and the rank held on that date. If the Soldier is subsequently promoted or the bonus is later changed, the Soldier will retain eligibility for the CB entitlement in effect at the time the request for reclassification was approved. As an exception, Soldiers reclassifying to an MOS listed in paragraph 8, that is also included in the Special MOS Alignment Promotion Program (SMAPP) as of the date of reclassification approval, are eligible for the CB based on the grade to which they are promoted upon course completion. Verification of the reclassification approval date for the conversion MOS can be found in the RETAIN system.

6. Soldiers eligible for the CB program will have 90 days from completion of training or reclassification approval date (if no training is required) to apply.

7. Soldiers must contact their local Career Counselor to complete the request for CB, DA Form 3340 and DA Form 4789. These documents are used to establish eligibility for the CB program. Career Counselors can download an example from the RRB MACOM SharePoint. The local Career Counselor will forward MOS orders and the CB WBA request forms to U.S. Army Human Resources Command (HRC), ATTN: AHRC-FSF-ER, via the Case Management System (CMS) in accordance with AIT Message 24-05. Once received, applications will be processed through HRC for final determination. Approved applications will be processed by HRC through DFAS-IN via the CMS system for payment. HRC will provide a tentative approval memorandum, via CMS, for Soldiers who do not meet the 3 year Service Remaining Requirement (SRR). At this time the Soldier can decide to reenlist for the higher SRB if

applicable or continue with the CB. Once the Soldier has met the SRR either by extension or reenlistment, the Career Counselor will add the contract to the CMS case for final determination.

8. The following MOS and ranks are included in the CB program and are authorized the amount listed below:

| MOS/TITLE | SL1 | SGT | SSG |
|-----------------------------------|------------|------------|------------|
| 12B COMBAT ENGINEER | \$5,000 | \$0 | \$0 |
| 12C BRIDGE CREWMEMBER | \$5,000 | \$0 | \$0 |
| 12N HORIZONTAL CONSTRUCTION ENGR | \$5,000 | \$0 | \$0 |
| 12Y GEOSPATIAL ENGINEER | \$5,000 | \$0 | \$0 |
| 13B CANNON CREWMEMBER | \$5,000 | \$0 | \$0 |
| 13F JOINT FIRE SUPPORT SPECIALIST | \$5,000 | \$5,000 | \$0 |
| 13J FIRE CONTROL SPECIALIST | \$5,000 | \$0 | \$0 |
| 13M HIMARS CREWMEMBER | \$5,000 | \$0 | \$0 |
| 13R FA FIREFINDER RADAR OPR | \$5,000 | \$0 | \$0 |
| 14G AIR DEF BATTLE MNGMT SYST OPR | \$5,000 | \$0 | \$0 |
| 14P ADM CREWMEMBER | \$5,000 | \$0 | \$0 |
| 19K M1 ARMOR CREWMAN | \$5,000 | \$5,000 | \$0 |
| 79R RECRUITER | \$0 | \$10,000 | \$10,000 |

9. Once approved for this program, any Soldier who fails to serve in the bonus MOS for a minimum of 36 continuous months from award of the MOS will be subject to recoupment of the unserved portion of the bonus.

10. Soldiers eligible for an SRB in their converted MOS must choose between the SRB or the CB. Soldiers are not authorized to receive an SRB and a CB for the same period of service.

11. Soldiers with questions pertaining to the CB and eligibility requirements addressed in this message should contact their servicing Career Counselor. Career Counselors with questions regarding this message will contact their appropriate command retention office. The point of

contact is the Retention and Reclassification Branch, AHRC-FSF-ER, HRC, Fort Knox, KY at usarmy.knox.hrc.mbx.fadd-ait@army.mil.

